



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

May 3, 2024

Via Email and U.S. Mail

Mr. Matthew Crumhorn
Rabalais Unland, LLP
70779 S. Ochsner Boulevard
Covington, LA 70433

Re: *Worker's Compensation Benefits for St. Tammany Parish Government*

Dear Mr. Crumhorn,

St. Tammany Parish Government (the "Parish") submits for your approval the following provisions governing our engagement:

Scope of Representation

Effective May 6, 2024, Matthew Crumhorn, Attorney at Law (herein referred to as the "Firm") will represent the Parish in enforcing worker's compensation matters and disputes. The Firm may limit or expand the scope of representation from time to time, provided that any substantial expansion must be agreed upon by the Parish in writing.

Fees and Expenses

The Firm's fees will be based on the billing rate for professional legal services, subject to the Louisiana Attorney General's Maximum Hourly Fee Schedule (attached), as may be amended from time to time.

Please include separate charges for services such as travel, court reporting services, courts costs, etc. in the Firm's statements. When expenses involve payments to third parties, the Parish requests that the Firm pay expenses directly up to \$1,000 for each individual expense, and seek reimbursement from the Parish by including the charges, along with the original third-party invoice and proof of payment, in the Firm's monthly statement.

Statements shall be submitted monthly for work performed and expenses recorded during the previous month. The Parish will pay promptly upon receipt of the Firm's statement. If any statement remains unpaid for over 90 days, the Firm may suspend performing services for the Parish.

Communications

The Firm agrees to be candid and cooperative with the Parish and will keep the Parish informed with complete and accurate factual information, documents, and other communications relevant to the subject matter of the representation by the Firm or other information reasonably requested by the Parish.

Because it is important that the Parish and the Firm are able to remain in contact at all times regarding the Firm's representation, the Firm will inform the Parish, in writing, of any changes in the name, address, telephone number, contact person, email address, state of incorporation, or other relevant changes. Whenever the Firm needs the Parish's instructions or authorization in order to proceed with legal work on the Parish's behalf, the Firm will contact the Parish at the latest business address received. The Parish contacts for this matter are:

Gina Hayes, Chief Administrative Officer
Karlin Fitzmorris, Deputy Chief Administrative Officer
Andrea Kuracka, Risk Manager
Angel Byrum, Assistant District Attorney
21490 Koop Drive, Building A
Mandeville, LA 70471
Office: 985-898-2445

Should the Firm affiliate with, acquire, be acquired by, or merge with another company, the Firm shall provide the Parish with sufficient notice to permit the Parish to withdraw the Firm from its legal representation. If the Parish determines that such affiliation, acquisition, or merger creates a conflict of interest between the Parish another party, or if the Parish determines that it is not in its best interest to be represented by the new entity, the Parish will terminate representation.

Conflicts

The Firm may represent other companies and individuals. If during the time that the Firm is representing the Parish, any of the Firm's present or future clients have disputes or transactions with the Parish, the Firm may not continue to represent or undertake to represent existing or new clients in the conflicting matter.

Term of Engagement

Either party may terminate the engagement at any time for any reason by written notice, subject on the Parish's part to applicable rules of professional conduct. This engagement is made for a period of three years. In the event that the Parish terminates the engagement prior to the conclusion of three years, we ask that the Firm take such steps as are reasonably practicable to protect the Parish's interests in the above matter.

In the event of termination, the Parish's papers and property will be promptly returned to the Parish. The Firm may retain its own files pertaining to the matter. These firm files may include,

for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records.

The Firm may withdraw from representation if the Parish fails to fulfill its obligation under this agreement, including its obligation to pay the Firm's fees and expenses, or as permitted or required under any applicable standards of professional conduct or rules of court, or upon the Firm's reasonable notice to the Parish.

If the Firm is in agreement, please sign a copy of this letter in the space provided below and return it to the undersigned. If the Firm has questions about these provisions, or would like to discuss possible modifications, do not hesitate to call.

Sincerely,

Michael B. Cooper
Parish President

Agreed and accepted on behalf of the Firm:

By: _____
Print Name:

Date: _____



LIZ MURRILL
ATTORNEY GENERAL

STATE OF LOUISIANA
DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
P.O. BOX 94005
BATON ROUGE, LA
70804-9005

February 16, 2024

TO: ALL INTERESTED PARTIES
FROM: LIZ MURRILL, ATTORNEY GENERAL 
SUBJECT: MAXIMUM HOURLY FEE SCHEDULE

Pursuant to the authority of the Attorney General to supervise the representation of the state's interests, to ensure qualifications of counsel, and to exercise oversight over legal counsel for the state as granted in La R.S. 42:257, 258, and 262, this is to advise all interested persons that the approved Maximum Hourly Fee Schedule of this office for professional legal services, effective this date, shall be as follows:

\$350.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF TEN YEARS OR MORE IN THE PRACTICE OF LAW
\$275.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF FIVE TO TEN YEARS IN THE PRACTICE OF LAW
\$225.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF THREE TO FIVE YEARS IN THE PRACTICE OF LAW
\$175.00	PER HOUR FOR ATTORNEY HAVING EXPERIENCE OF LESS THAN THREE YEARS IN THE PRACTICE OF LAW
\$80.00	PER HOUR FOR PARALEGAL SERVICES

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